

# PO21 CHILD PROTECTION POLICY AND PROCEDURE

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## Policy

### Introduction

CVS Falkirk aims to ensure that all children and young people are protected and kept safe from harm while they are with staff or volunteers of the organisation. In order to achieve this we will ensure our staff and volunteers are carefully selected, screened, trained and supervised.

CVS Falkirk will apply the same process to all prospective volunteers and employees alike.

CVS Falkirk will ensure that all staff and volunteers who are involved in recruitment, training and supervision are aware of this policy and have received appropriate training and support to ensure its full implementation.

### Principles of statement

**Selection** – all applicants will complete an application form. Short listed candidates will be asked to attend at least one interview, and to provide references, which will be taken up prior to confirmation of an appointment. All successful applicants will be Disclosure checked at an appropriate level if your role requires one.

**Screening** – all successful applicants will be asked to agree to an appropriate Disclosure. The Disclosure will be requested prior to the applicant taking up the post.

**Training** – The successful applicants will receive induction training, which will give an overview of the organisation and ensure they know its purpose, values, services and structure. Relevant training and support will be provided on an on-going basis and will cover information about their role, and opportunities for practicing skills needed for work. Training on specific topics such as health and safety procedures, identifying and reporting abuse, and confidentiality will be given as a priority to new staff and volunteers, and regularly reviewed/updated.

**Supervision** – All staff and volunteers will have a designated Line Manager who will provide regular feedback and support through formal Support and Supervision sessions, where their performance, skills, motivation and expectations will be discussed. These will be recorded and copies made available to the member of staff/volunteer, as per the Support and Supervision Policy PO181.

### Protection of Children (Scotland) Act 2003 – PoCSA

CVS Falkirk will comply with the requirements of Protection of Children (Scotland) Act 2003 (PoCSA) in that we will not allow anyone who is listed on the Disqualified from Working with Children List to work/volunteer in a childcare position within our organisation.

We will make a referral (in the form of a written report using the required Scottish Government Referral Form) to Scottish Ministers if an individual harms a child or puts a child at risk of harm and as a result of this, we take the decision to remove them or they leave of their own accord, come to the end of a contract, retire or have been made redundant.

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## Guidance

### Volunteering Development Officer

The Youth Volunteering Development Officer, due to the nature of the role, will be in contact with young people on a more frequent basis. As a result, additional good practice should be maintained:

#### Information about young person

- At first meeting, obtain records of young person – name, address, contact details.
- Details of parent(s), carers, or guardian.
- Details of support worker/agency if applicable.
- Permission slips signed e.g. taking part in activities, taking photographs, etc.

#### Contact details

- Ensure that you have up to date contact details of the young person's home/land line telephone number and mobile.
- Contact details of parent(s), carers or guardians should also be recorded together with an emergency contact number if they are unavailable.
- Carry these details with you when meeting young people in case of being delayed so the young person(s) can be informed.

#### Meeting young people

- Endeavour to always meet with young people in the presence of at least one other responsible adult.
- When meeting with young people ensure that they know where the place is, it is safe, easily accessible by public transport and in a 'busy' location.
- Encourage young people to let you know that they will be unable to attend or that they will be late.
- If the young person is more 15 minutes late, contact them to ensure that they are safe or to ascertain if there is a problem.
- If you are unable to contact the young person, check with the parent(s), carers, guardians or support workers.

#### Accidents or incidents

- Make a quick note immediately after the accident or incident.
- Complete detailed report as soon as possible following the accident or incident.

#### Physical contact

- Do not make physical contact unless it is necessary to save the young person from harm.
- Comfort or reassurance, by appropriate physical contact, is acceptable if initiated by the young person.

#### In general

- Get to know the young people as a group and the individuals within the group
- Ensure that everyone is included, feels valued and welcome in the group.
- Acknowledge and welcome everyone's contribution.

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- Address any issues which give cause for concern e.g. excluding anyone, bullying, swearing, inappropriate behaviour.
- Allow the young person time and space to talk to you confidentially, observing good practice guidelines.

### **Reporting abuse**

CVS Falkirk understands that in addition to making a referral to Scottish Ministers (above), Child Protection issues concerning employees/volunteers, children and young people must always be referred to the child protection agencies i.e. Social Workers and the Police, for appropriate investigation.

### **Responsibilities**

CVS Falkirk recognises that it is the responsibility of everyone within the organisation to comply with this policy and to ensure it is implemented effectively within their roles to keep children safe while they are with staff or volunteers of the organisation.

Related Policies: PO181 Support & Supervision  
PO131 Recruitment  
PO91 Induction

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